

Request to Inspect

Development Application Documents

Council's Policy 'Access to documents relating to Development Applications Policy' allows discretionary controlled access to development application documents beyond the scope of the *Planning, Development and Infrastructure Act*. The Policy can be found [here](#)

Outside of the formal public notification process, Council will provide members of the public access to development application documents held by Council on the following basis:

- The person seeking access must demonstrate, to Council's satisfaction, that they have sufficient interest in the development. This may include:
 - Being the owner or occupier of the subject land or adjoining land;
 - Being a legal professional representative of such a person

and they must provide their name and address which will be recorded by Council staff.

- Access will not be granted to documents that, in Council's opinion, would unreasonably jeopardise the present or future security of a building.
- Access to documents will primarily be limited to site plans and elevations. Additional documentation may be provided on a case-by-case basis, where sufficient justification is given to demonstrate the need.
- As documents lodged in the PlanSA portal are not Council records, access is provided by inspection only. Copies will not be provided (unless Regulation 116A applies for landowners and documents are not subject to Copyright), and photographs or recordings of application documents are not permitted.

Requestor Details:

Full Name:

Residential Address:

Phone Number:

Email Address:

Development Application Details:

Development Application Number
(if known):

Property Address of Development:

Interest in the Development:

Please indicate your interest in the development (tick all that apply):

☐

Owner of the subject land

☐

Occupier of the subject land

☐

Owner of adjoining land

☐

Occupier of adjoining land

☐

Legal representative acting on behalf
of an owner or occupier

☐

Other (please specify):



Reason for Request:

Please explain why you are seeking access to the development application documents:

Note: Access will generally be limited to site plans and elevations. Requests for additional documents will be considered on a case-by-case basis and must be supported by sufficient justification.

Requestor Declaration:

I declare that:

1. The information provided in this request is true and correct.
2. I understand that Council may refuse access where it considers that providing access would unreasonably jeopardise the present or future security of a building.
3. I understand that any access granted is by inspection only.
4. I understand that copies of documents will not be provided (unless Regulation 116A applies for landowners and documents are not subject to Copyright).
5. I understand that photographs, video recordings or any other reproduction of documents are not permitted.
6. I acknowledge that access is granted at Council's discretion and may be subject to conditions.

Signature

Date

Council Use Only

Identity
Verified:

☐ Yes

☐ No

Identification Type:

☐ Driver's Licence

☐ Passport

☐ Other: _____

Documents Approved for Inspection:

☐ Site Plan

☐ Elevations

☐ Additional
Documents
(specify) _____

Request Outcome:☐

Approved

☐

Refused

Authorising Officer:

Position:

Date: